

approved 4/10/14

January 9, 2014

Minutes of the Madison County Library Board of Trustees

Present: Victor Johnson, Ramona Booth, George Nale, Gene Lurwig, Pat Herndon, Otelyer Byrd, Calvin Ward, Kathryn Ames, Donna Burmby.

Members not present: Karen Harrison and Mike Moak

Chairman Victor Johnson called meeting to order at 4:30

Minutes from the Oct. 10, 2013 board meeting will be discussed at the April 2014 board meeting.

Chairmans Report: Victor Johnson

Victor met with the heating/air contractor, who installed the equipment in the library, to determine the cause of the 3 broken fan belts. A misaligned pulley was found to be the cause. Also, high humidity in the air handling room is causing mold in the Jerre Ayers room. Wayne Green will be changing all air handling filters monthly.

Branch Manager: Donna Brumby gave report for Suzanne DeGrasse. See attached:

Regional Directors Report: Kathryn Ames

See attached: The reserve funds \$38,270.74 is state money and will have to be spent on library building/projects. An audio visual system for the Jerre Ayers room is one suggestion being considered.

The Legislature hot dog day will be January 27, 2014. July 1, 2014 the State of Georgia will no longer fund purchasing books for libraries

Library system is required to provide family and medical leave to all employees.

Suzanne DeGrassie is currently on leave.

Bicycle rack is on hand but not installed, because of change in location.

Friends of the Library Report: Victor Johnson

Friends General meeting will be January 26, 2014. Friends gift to library for 2014 is \$13000.00 [ \$4000.00 of this is the annual gift for the track shelving pledged for 2013-2015].

Committee Reports:

Finance Report: George Nale

CD is now in First Madison Bank and balance is \$23,594.52

Personnel: Gene Lurwig

Victor reported some changes in the library staff working part time; no changes to number of part time hours worked/week.

Building and Grounds: Pat Herndon

Wayne Green has placed pine straw around the flower beds.

Gifts: None

Special Projects: Victor Johnson, Ramona Booth, George Nale and Mike Moak

Kathryn Ames discussed the 18 library service responses. She had the library board vote on what we thought were 3 important subjects and 1 vote on the most important. Donna Brumby discussed the survey "pie". No negative comments were made by library patrons. The committee, with Debbie Lester from the Friends of Library, will work with ARLS staff on the library strategic plan. We hope to have a draft plan by the April 10 meeting, and adopt the final strategic plan at July 10 meeting.

Old Business: Victor Johnson

The Madison County Board of Commissioners approved the library budget for 2014 in the amount of \$197,440.00 . The library board discussed a revised 2014 calendar year budget for the library.

Motion made by George Nale to approve budget. Passed

New Business: Victor Johnson

The cleaning contract for the 2014 year in the amount of \$12,600.00 was discussed. Ramona Booth made motion to approve cleaning contract through December 2014. Passed

Victor will notify library management that cleaning contract was approved and will notify cleaning company, "Two Women and a Bucket".

Meeting adjourned at 5:40

approved 7/10/14

April 10, 2014

Minutes of the Madison County Library Board of Trustees

Present: Victor Johnson, Ramona Booth, Pat Herndon, George Nale, Otelyer Byrd, Gene Lurwig, Kathryn Ames, Donna Brumby and the new Madison County Library Manager, Kim James.

Members not present: Karen Harrison, Calvin Ward and Mike Moak

Chairman Victor Johnson called meeting to order at 4:35

Minutes from Oct. 10, 2013 meeting were discussed, Otelyer Byrd made motion to accept minutes as read. Approved.

Minutes from Jan. 9, 2014 meeting were discussed, Ramona Booth made motion to accept minutes as read. Approved.

Chairmans Report: Victor Johnson

Welcome Kim James, the new library manager. New flags were donated for the library flag pole. Rep. Tom McCall donated a Georgia flag that flew at the Georgia State Capital. Victor commented how well the library staff has performed without a manager being present.

Branch Manager Report:

Donna Brumby gave this report. See attached. She commented the library wireless use had increased. The Jere Ayers room usage had increased. E-books are on an increased trend. Lauren Wood resigned. Sara List is the new part time employee. The video projector is installed along with a screen and the podium is wired with a hand and lapel mic.

Regional Directors Report: Kathryn Ames

See attached: The library phone bill will be supplemented by the universal service fee. \$7500.00 is the balance in the construction fund. The library board, along with the new library manager, Kim James, need to submit ideas on spending these funds on the library before the end of the year. HB 490 will allow libraries to hire employees to work less than 29 hrs. per week and not have to pay health insurance. Kim James has great library children programs for this summer. Her starting date is May 15, 2014. Regional Board Members will begin interviews for the Regional Directors position soon.

Old Business: Kathryn Ames

If the Madison County Library has funds left over at the end of a year, it is rolled over into a reserve fund for the next year for the library. Friends of Georgia Libraries will have a workshop April 25, 2014 at the Athens-Clark County Library. See attached for details.

New Business: New Madison County Branch Manager, Kim James.

She is very happy to be the Madison County Library Manager. She is eager to meet the library patrons and Friends of the Library.

Friends of the Library: Otelyer Byrd

The library book sale was a success with about \$5000.00 raised. Friends of the Library general meeting is April 27, 2014 at 3:00 pm.

Victor reported Friends of Library Executive Board will meet April 15, 2014 at 6 pm.

Linda Chaffin will speak about plants and gardening.

Committee Reports:

Buildings and grounds: Pat Herndon

The building is being maintained and grounds look good.

Finance: George Nale

The Jere Ayers CD interest rate is .73. and is in the First Madison Bank and Trust.

Personnel: Gene Lurwig

Kim James is the new Madison County Library Branch Manager. I think she will do a fine job.

Gifts: None

Special Projects: Strategic Planning

Mike Moak, Kim James, Victor Johnson, Calvin Ward and Ramona Booth will work on strategic planning for the library.

Next board meeting to be July 10, 2014 at 4:30 pm.

Motion to adjourn at 4:15 by George Nale. Approved

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approved 10/9/14  
(w/ noted edit)

July 10, 2014

## Minutes of the Madison County Library Board of Trustees

Board Members Present: Victor Johnson -Board Chairman; Ramona Booth -Vice Chair; Gene Lurwig -Secretary; George Nale -Treasurer; Otelyer Byrd, Pat Herndon; Karen Harrison and Calvin Ward -~~Regional Board Representatives~~.  
(omit)

Board Members Not Present: Mike Moak -Regional Board Chairman.

Library Staff Present: Kathryn Ames, Donna Brumby and Kim James.

Chairman Victor Johnson called meeting to order at 4:40 PM.

Public Comment: Wendy Cress proposed a Girl Scout land scape project, at the front of the Library along with a drawing. She will provide the funds for her project. George Nale made motion to allow Wendy to proceed with her landscape project and get approval from the Landscape [Building and Grounds] Committee if any major changes are made to her plan. Motion passed.

Minutes from April meeting were discussed. George Nale made motion to approve minutes as read. Motion passed.

Chairmans Report: Victor Johnson

Reported the Father of Mike Moak is very ill and Mike will be spending a lot of time with his Father.

Branch Manager Report: Kim James

See attached: She is very happy to be the Madison County Branch Manager. The library staff have been very helpful and are working hard and are great to work with.

Regional Directors Report: Kathryn Ames

See attached: She reported the library is 50% through the year. When the E rate comes this fall, the phone bill will be OK. Windstream's new contract will double the broadband speed.

The new gun law will be discussed at the Regional Board Meeting. If someone comes in the library with a gun and places it on a table or desk, there is not much that can be done. If it is pointed at someone, call 911.

Donna Brumby explained ZINIO for down loading magazines using your personal library account. Kim James has instructions on how to set up the system.

Friends Report: Victor Johnson

Friends fall book sale will be Sept. 11-20

Committee Reports:

Building and grounds: Pat Herndon

Library building cleaning contract was discussed for next year. Otelyer Byrd made motion to call for library cleaning bids for next year. The deadline for bids is Oct. 1, 2014. Motion passed.

Jerry Coutant made a landscape drawing for the area between the building walls on the west side of library. George Nale made motion to use money from the Gift Fund, up to \$5,000.00, for this project. Motion passed.

Kim James stated one of the A/C units had a bad compressor and it was replaced.

Finance: George Nale

The \$20,000.00 CD is still with First Madison Bank and Trust at a interest rate of .73% .

Personnel: Gene Lurwig

Sharon Lince will be the new 8hr. employee starting July 15, 2014.

Gifts: Pat Herndon

Book sales of \$51.50. This is Friends funds.

Special Projects: Mike Moak

Kathryn Ames reports the Strategic Planning should start in October.

Old Business:

Donna Brumby reported Karen Harrison's term on the board is up. Victor will contact the Madison County Board to get an extension.

Donna Brumby and Kim James are working on construction reserve funds. This fund must be used by the end of the year or we lose the funds.

New Business:

Victor Johnson will present the 2015 library budget to the Madison County Board of Commissioners July 23, 2014 at 9:15. He requested library board members to attend if possible. Victor will meet with Kathryn Ames and Mamie to review budget needs in Athens on July 15, 2014.

Meeting adjourned at 5:45

**CONSTITUTION AND BYLAWS OF MADISON COUNTY LIBRARY  
DANIELSVILLE, GEORGIA  
Adopted October 8, 1987 (Amended July 3, 1989; October 12, 1989;  
January 14, 1999; April 10, 2003); Re-ratified October 9, 2014**

**ARTICLE I – Name**

The name shall be the Madison County Library, located in Danielsville, Georgia. It shall be a branch of the Athens Regional Library System.

**ARTICLE II – Purpose**

The purpose of the Madison County Library shall be to offer a full program of library service to all citizens of the county to meet their informational, educational, and recreational needs.

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Athens Regional Library System. There is to be no conflict between the provisions of the Constitution and Bylaws and those of the Athens Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The Madison County Library shall furnish service to the people of the county as set forth in the Constitution and Bylaws of the Athens Regional Library and under the regulation governing public libraries as set forth by the State of Georgia.

**ARTICLE III – Library Board of Trustees**

The Madison County Commissioners shall appoint nine members to the Madison County Library Board as specified by the Bylaws and State Law. These members shall represent the citizens of the county.

**Section 1. Board of Trustees (hereinafter called the Board)**

The Board shall have power to make rules and regulation for the Madison County Library in accordance with guidelines established by the regional headquarters and the State of Georgia and where there is no Regional System policy governing that area of service.

**Section 2. Officers**

Officers of the Board shall consist of a Chair, Vice-chair, and Secretary. Officers may succeed themselves provided that the Chair may not serve more than three consecutive terms.

When the Regional Board delegates to the Board the activity of receiving funds for construction projects, the Board must appoint a Treasurer who shall serve the same terms and on the same conditions as other officers of the Board.

**Section 3. Committees**

The Executive Committee shall be composed of the Officers of the Board. It shall be entrusted to govern in the name of the Board between regular meetings of the Board and should report on any action taken at the next regularly scheduled meeting. Special Committees shall be appointed by the Chair as needed and should report on any action taken at the next regularly scheduled meeting.

**Section 4. Representatives to the Regional Board**

The chair shall appoint three representatives to serve as members of the Athens Regional Library Board as specified in the regional Constitution and Bylaws.



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**ARTICLE IV – Constituency**

The Madison County Library is a member of the Athens Regional Library System. Membership in the Athens Regional Library System provides the citizens of Madison County with reciprocal borrowing privileges in regional and PINES systems; likewise, the Madison County Library lends materials to citizens of all other counties within the regional and PINES systems.

**ARTICLE V – Amendments**

This Constitution may be amended at any regular meeting of the Board by a two-thirds vote of the members present provided that notice is made in writing at least two weeks prior to the meeting and provided that a quorum (see Bylaws 4:1) is present. All amendments to the Constitution will be filed with the Director of the Athens Regional Library System and the Georgia Public Library Service of the Georgia State Board of Regents immediately upon adoption.

**BYLAWS**

**I. Board Members**

Section 1. The Board of Commissioners shall appoint nine members to serve terms of five years each with starting and ending date corresponding to the State's fiscal year. No member may serve on this Board for more than two successive five-year terms of office.

Any person appointed to the Board must be a resident of Madison County. If an appointee moves to a legal residence outside the county, the appointee shall be replaced on the Board.

Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a Trustee's term, the new appointee shall complete the unexpired term and is then eligible for two full terms.

Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business.

Section 2. The Board will make recommendations to the Board of Commissioners for appointments to the Board of Trustees.

Advisors may be selected by the Board from former members who, due to circumstances, can no longer participate actively on the Board.

Section 3. The Chair of the Madison County Commissioners serves as an Ex-officio member of the Board.

**II. Duties of the Board**

Section 1. The Board will be responsible for securing funds for Madison County's participation in the Regional Library System.

Section 2. The Board shall discharge those duties delegated to it by the Athens Regional Library Board of Trustees.



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All formal actions of the Board taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting. Policies may not be in conflict with Regional System policies.

Section 3. The Board shall be cognizant of the library's needs in terms of building repair, expansion, equipment, and maintenance and shall see that appropriate action is taken to meet those needs.

Section 4. The Board shall approve County library budgets prepared by the Regional Library System Director and shall present the library's fiscal needs to its supporting agencies. The Board Chair shall assist regional personnel in the preparation of the budget.

Section 5. The Regional Library System Director shall be notified in advance of all meeting of the Board or Committees.

### III. Duties of Officers of the Board

Section 1. The Chair of the Board shall preside at all meetings, appoint all Committees and their Chairs, and authorize call for any special meetings.

Section 2. The Vice-Chair shall preside in the absence of the Chair and act for the Chair in the event the Chair is unable to perform the duties of office.

Section 3. The Secretary shall be responsible for mailing a copy of the minutes of each meeting after they have been approved and copies of pertinent information packets to the members of the Board of County Commissioners and to the Regional Library Director.

Section 4. When the Regional Board delegates to the local Board the activity of receiving funds, the local Board must appoint a Treasurer who will receive the funds, deposit them in the Board's account, and disperse the funds on a quarterly basis to the regional library. The treasurer shall be bonded by the Regional Board for an amount commensurate with the amount of funds handled. A report of income and disbursements will be made at the regular quarterly County and Regional Board meetings.

### IV. Meetings

Section 1. The Board shall hold regular quarterly meetings at 4:30 pm on second Thursdays of the months of January, April, July, and October. A quorum shall consist of five members. In the event of voting for an unfilled position(s), the members attending and voting shall constitute a quorum.

Section 2. Officers shall be elected at the October meeting of the Board and shall take office at the January meeting. The term of office shall be one (1) year.

Section 3. If a member has more than three consecutive unexcused absences, that position shall be declared vacant.

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Section 4. The Order of Business shall be:

- Call to Order
- Introduction/Welcome
- Approval of Previous Minutes
- Public Comment
- Reports:
  - Chair
  - Branch Manager
  - Regional Director/Consultant
  - Friends of the Library
- Committee Reports:
  - Building and Grounds
  - Finance
  - Personnel
  - Gifts
  - Special Projects
- Old Business
- New Business
- Announcements
- Adjourn

**V. Reports**

The Branch Manager of Madison County Library shall submit all reports requested to provide the information necessary to manage the Athens Regional Library System in an efficient and business-like manner. This shall include reports by State, Federal, or local laws or regulations.

**VI. Library Staff**

Staff members shall include Librarians, Branch Managers, and Assistants as needed to provide an effective program of library service. All employees are covered by the Athens Regional Library System Personnel Policy. The Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director who will make recommendations for employment in consultation with the local Board.

**VII. Amendments**

These Bylaws may be amended by a two-thirds vote of the Board members present at any regular meeting of the Board providing a quorum is present and providing an announcement of the proposed change(s) is made preceding the meeting and that all members have been notified of the proposed change. All amendments to the Bylaws shall be filed with the Georgia Public Library Service of the Georgia State Board of Regents immediately upon adoption.

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Approval of Previous Minutes

Public Comment

Reports:

Chair

Branch Manager

Regional Director/Consultant

Friends of the Library

Committee Reports:

Building and Grounds

Finance

Personnel

Gifts

Special Projects

Old Business

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Adjourn

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Staff members shall include Librarians, Branch Managers, and Assistants as needed to provide an effective program of library service. All employees are covered by the Athens Regional Library System Personnel Policy. The Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director who will make recommendations for employment in consultation with the local Board.

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Approved 1/8/15

Madison County Library Board of Trustees Meeting

October <sup>9</sup>10, 2014

Board Members Present:

Victor Johnson - Board Chairman; Ramona Booth - Vice Chair; George Nale - Treasurer; Gene Lurwig - Secretary; Karen Harrison - Regional Board Representative; Otelyer Byrd, Pat Herndon, Mike Moak.

Board Members not Present: Calvin Ward and George Nale

Library Staff Present: Kathryn Ames, Donna Brumby and Kim James

Guest; Jerry Coutant

Chairman Victor Johnson called meeting to order at 4:30 PM.

Minutes from July 10, 2014 meeting were discussed. Karen Harrison made motion to accept minutes with a change of moving Calvin Wards name up the list of Board Members Present. Motion passed.

Public Comment: Jerry Coutant presented a landscape plan for the library court yard. A water fountain in the center of court yard with plants around it planted in large pots. Everyone liked his ideas.

Chairmans Report: Victor Johnson

Items will be discussed as meeting progresses.

Branch Manager Report: Kim James

See attached: The library has been very busy with an increase in patrons usage.

Regional Directors Report: Kathryn Ames

See attached: She reports interviewing for the position of Regional Outreach Program has begun. 1000 Books before Kindergarden. The support of the Board and Friends is needed. There will be programs to encourage parents to check out library books and read to their children.

The library system is 75% through the fiscal year and in good shape. The phone bill rebate known as eRate, will decrease 20% each year beginning in 2015, and ends \$0 in 2019.



Donna Brumby reported that STEM grant was given by IMLS. These funds were used to purchase children, youth and adult books for the library system.

Friends Report: Otelyer Byrd

Reported the fall book sale took in \$4000.00 .

Committee Reports:

Buildings and grounds: Pat Herndon

Two bids were submitted for cleaning of the library for 2015. It was recommended that Two Women and a Bucket be awarded the contract.

Finance: George Nale

Not present.

Personnel: Gene Lurwig

No report.

Gifts: Pat Herndon  
Covered.

Special projects: Mike Moak

The Court Yard garden was discussed.

Old Business:

The Library 2015 budget was presented to the Madison County Board of Commissioners on July 23rd. [The Madison County School Board used to share in funding the library budget, but stopped in 2001 when several school boards sued the state over library funding, claiming it was double taxation for school boards and county commissions from the same county to both fund local libraries]. The BOC has not yet approved the 2015 budget.

Girl Scout, Wendy Cress completed her landscape project in front of the Library. She did a great job.

Motion by Mike Moak for the Strategic Planning Committee to meet at the Library Nov. 6 at 4:30. Motion passed.

New Business:

2015 Library Board Officers.

Victor Johnson, Chairman  
Mike Moak, Vice Chairman  
George Nale, Treasurer  
Gene Lurwig, Secretary

Motion by Ramona Booth to accept officers for 2015. Motion passed.

Library cleaning contract was discussed. Motion by Ramona Booth to accept Two Women and a Bucket to clean the library in 2015. The existing contract will be renewed for 12 months in 2015. Motion passed.

The Constitution Bylaws for the Madison County Library was discussed. Motion by Ramona Booth to accept the Constitution as written. Motion passed.

Victor Johnson appointed Ramona Booth to the Athens Regional Library System Board to fill Mike Moak's vacant position.

Next Library Board meeting will be January 8, 2015.

Meeting adjourned at 5:40.